

Director of Administration



Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization currently providing weekend food to 10,365 students at 273 schools in 8 counties across West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to work together to eliminate child weekend hunger in their communities.

Job Description

The Director of Administration position requires a well-organized individual who is able to handle day-to-day operations with a focus on efficiency, time management, and organizational details. This position is responsible for Technology, Human Resources, Finances, Office Management, Payroll, and Communications.

Job Responsibilities & Duties

- Direct the Finance Manager, Facility Manager, and Communications Manager
- Direct Human Resources including payroll
- Direct the office environment including all support contracts, order supplies, and equipment
- Develop operating procedures and policies & maintain current safety & emergency policies
- Maintain the Board of Directors minute book and assist with Board of Director tasks
- Manage technology including Computers, Google Workspace, phones, A/V equipment
- Maintain custody of funds procedures to ensure proper accounting controls

Qualifications Required

- Bachelor's Degree or 5+ years of experience of proven and successful experience in business, accounting, human resources, or general management
- Proven management leadership skills and excellent interpersonal and relationship-building skills
- Flexibility and ability to work on multiple projects; is proactive
- Strong communication (both written and verbal), leadership, and time management skills
- Work effectively as part of a team
- Use considerable judgment and maintain confidentiality
- Able to think creatively, develop plans and strategies, and complete research to achieve results
- Passionate about the mission and vision of Hand2Hand
- Highly proficient in Microsoft Office tools, Google Workspace, and other software programs used in finance
- Comfortably interact with all organizational levels within Hand2Hand

Parameters

- Employment Classification: Full-time (40 hours) Salaried - Exempt
- Reports to the Executive Director